

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 12 May 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 19, Week of 6 May - 12 May 1958

1. Numbers in Clerical Induction Training. During the week of 6 May there were 14 people in Clerical Induction Training. Of those, 4 entered for the first time.

2. Numbers in Clerical Orientation Training. During the week of 6 May the Clerical Orientation program was not held. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 6 May were as follows:

|             | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand   | 3             | 1                |
| Typewriting | 6             | 1                |

25X

25X

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